County of Los Angeles
CHIEF ADMINISTRATIVE OFFICE

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DAVID E. JANSSEN
Chief Administrative Officer

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September 19, 2005

To: Supervisor Gloria Molina, Chair
Supervisor Yvonne B. Burke
Supervisor Zev Yaroslavsky
Supervisor Don Knabe
Supervisor Michael D. Antonovich

From: David E. Janssen
Chief Administrative Officer

BUSINESS CONTINUITY PLANNING – STATUS REPORT

On March 4, 2003, your Board directed the development of a Countywide Business Continuity Planning (BCP) program. Following is a status report on our progress.

Since our June 24, 2005, status report, we have accomplished the following:

- My Office of Emergency Management (OEM), with support from the Chief Information Office (CIO), held a second annual BCP tabletop exercise for Department BCP Coordinators and Department Emergency Coordinators. This exercise was part of *Operation Chimera*, the County's annual emergency exercise program. The exercise successfully met its objectives of enhancing departments' ability to continue critical government operations, supporting other agencies, and locating alternate work sites after a Weapons of Mass Destruction (WMD) event.

- Staff from OEM and the CIO presented a BCP program update to the Los Angeles County Emergency Management Council (EMC) at their August 18, 2005 meeting.

- OEM and CIO staffs are also scheduled to make a similar program update presentation at the September Administrative Deputies' meeting.

"To Enrich Lives Through Effective And Caring Service"

- There are over 300 County personnel currently working on detailed Business Continuity Plans for their department's critical business processes, as identified in the August 2004 Business Impact Analysis.

- OEM staff are meeting with department BCP plan writers on a regular basis to answer questions and guide them through the BCP plan writing process.

OEM will continue to support departments as they write BCP plans for their critical business processes and will monitor their progress to ensure that plans are completed in a timely manner.

Please direct questions regarding this report to Ian Whyte, in OEM, at (323) 980-2253.

DEJ:CP
IW:jl

c: Executive Office, Board of Supervisors
       Emergency Management Council
       All Department Heads
       Board Emergency Preparedness Deputies